



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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October 26, 2000

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2001-16

TO: All UPS Agencies

FROM: Ronald S. Mitchell
Director

SUBJECT: Annual Leave Not Paid at Term

In preparing for the conversion from the Uniform Payroll System (UPS) to the ISIS HR system, we have found many active employees (status 1) and employees on leave of absence (status 2) that have a balance in the Leave Held Not Paid At Term field on the employee Basic Data screen (BL14M211). These balances will not be converted to ISIS HR.

Agencies must investigate whether any of these balances need to be added to the employee's annual leave balance and deleted from the Leave Held Not Paid At Term field. In most cases the balances were already manually added back by the agency to the annual leave balance when the employee was rehired or returned to leave earning status, but the agency failed to remove the balance from the "leave held not paid at term" field. If this is the case, agencies need to remove the balance from the "leave held not paid at term" field.

To assist agencies in reviewing this information, a biweekly report, Leave Held Not Paid At Term (BL1564) that lists all status 1 and 2 employees with a balance greater than 0 in the Leave Held Not Paid At Term field, has been developed. The report includes employee name, social security number, status and leave held not paid at term balance. The first of these biweekly reports will be produced with payroll calculation for 11/03/2000 payday. Agencies will receive one hard copy. The report will also be in BUNDL view for 15 days.

Any questions should be directed to the USP Help Desk at (225) 342-8928.

RSM:REN:kmb